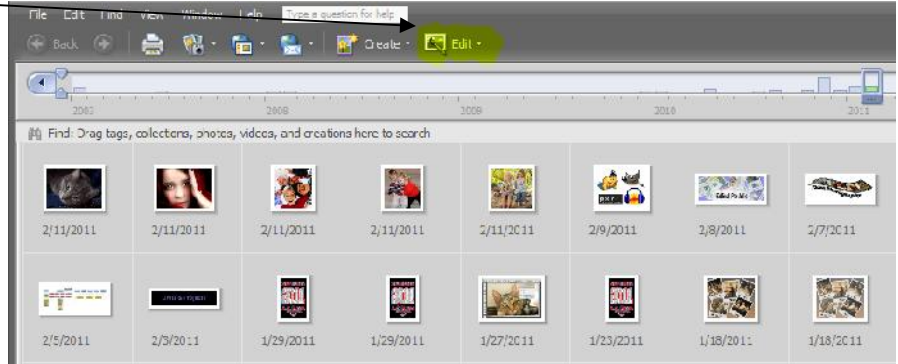




Adobe Photoshop Elements: Tool Bar and Basic Editing

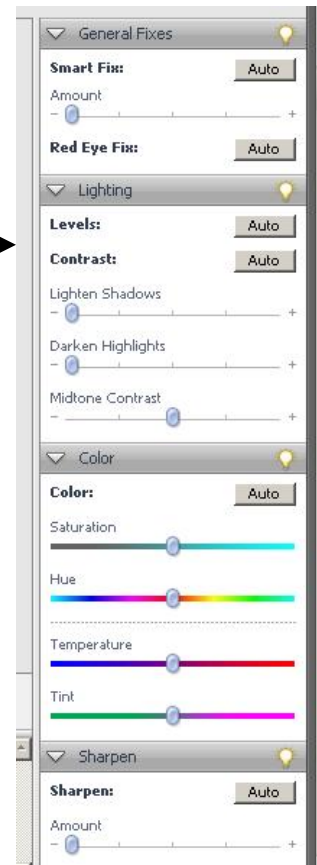
Editing Photos:

1. Starting in the Organizer, select a photo or numerous photos that you want to edit.
2. Press the edit button.
3. Go to quick fix is for minor, simple editing, like cropping and rotating.
4. Go to full edit is for advanced editing options.



Quick Fix:

- To **rotate** press the  button. Once it is rotated, go to file, save as, and save in correct folder.
- To **crop**, press the crop button. Select the area you want to keep. Press the check mark.
- To the right of the screen, you have various options for changing lighting and color levels. Once you have changed the levels, click the check mark to keep the adjustment. 



Full Edit:

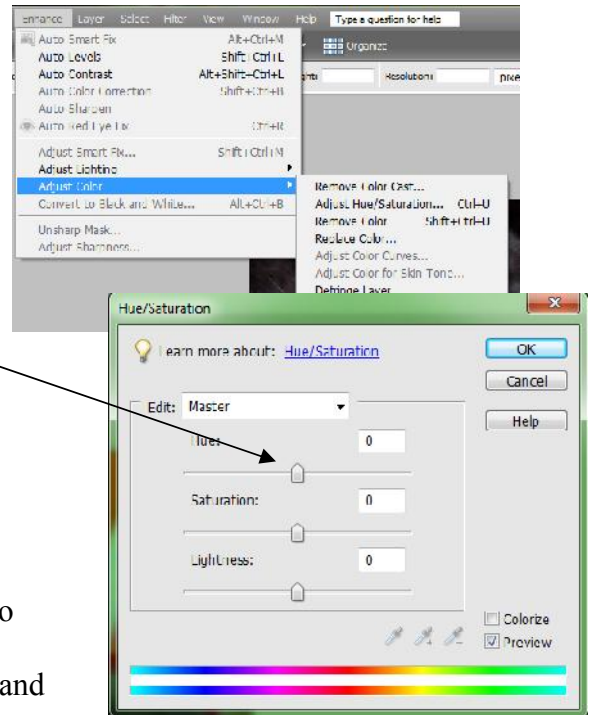
Tool Bar:



1. **Move tool:** Allows you to drag different layers to different locations on the canvas.
2. **Zoom tool:** Allows you to magnify the photo. To zoom in, left click on the photo. To zoom out, hold down the Alt button, and left click.
3. **Eye drop tool:** Takes a sample of a color and places in into the color select.
4. **Marquee Tool:** Selects an area (either rectangle or circle) to be edited.
5. **Lasso/Magnet Lasso/Polygonal Lasso tool:** Allows you to select a specific object by tracing around the object. Note: If you want to change only the background, not the object, go to Select, select inverse. Note: Your ending location must connect to your beginning location.
6. **Magic Wand Tool:** Selects an area with similar color.
7. **Horizontal Type Tool:** Adds text to the photo.
8. **Crop Tool:** Crops out unwanted areas of the photo.
9. **Straighten Tool:** Aligns the photo horizontally.
10. **Redeye Removal Tool:** Removes the red eye from photographs.
11. **Clone Stamp Tool:** Copies an area of the photo and paints in another, selected area of the photo.
12. **Eraser Tool:** Erases unwanted areas of the photo.
13. **Paint Brush Tool:** Paints on the photo.
14. **Paint Bucket Tool:** Fills a selected area with paint.
15. **Gradient Tool:** Adds faded colors to the background or to a selected area.
16. **Shape Tool:** Draws various shapes. →
17. **Blur Tool:** Blurs at area.
18. **Smudge Tool:** Smudges areas (more drastic than the blur tool).
19. **Sharpen Tool:** Sharpens areas. →
20. **Burn Tool:** Makes an area darker.
21. **Dodge Tool:** Makes an area lighter. →
21. **Sponge Tool:** Changes the saturation of the area that is sponged.
22. **Foreground/background color:** Shows which color is selected for foreground and background.

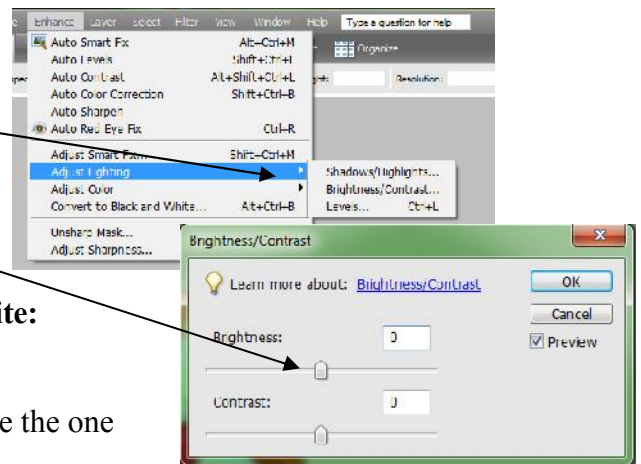
Changing Hue, Saturation, and Lightness:

To change the hue, saturation and lightness, go to Enhance, Adjust Color, Adjust Hue/Saturation. Slide the buttons to change the hue, saturation, and lightness.



Changing Brightness, Contrast, and Shadows:

To change the brightness, contrast, and shadows, go to Enhance, Adjust Lighting. Choose Brightness/Contrast to change the brightness and contrast. Choose Shadows/Highlight to change the shadows. Slide the buttons to change the brightness and contrast levels.



How to Convert a Color Photo to Black and White:

Go to Enhance, Convert to Black and White. A screen will appear giving several options. Choose the one you like the best.

